

Peninsula Primary Board of Trustees meeting Minutes – 4th April 2024

	Recommendations/Decisions	Led by	Answers/Comments/Action	Responsible	Timeframe
Administration					
1.1 Present	Katy Perry (KP) Brenda Cronin (BC) Keryn Smale (KS), Alecia McCulloch (AM) Sarah Mackay (SM) arrived Dave Robertson (DR) Chris Mundell (CM) Dion Sadler (DS) Jaime Melville (JML) Monique Metcalfe (MM) Meeting commenced at 6.35 pm	KP	Liz Thomson - Visitor		
1.2 Apologies	Sara Tuitupou (ST)				
1.3 Declaration of Conflicts of interests	Nil				
1.4 Matters Arising	Board discussed the Health & Safety committee to be created. KS to share H&S doc with board. AM to review Pool Rent Journal with Lata. RAMs folder created in Dropbox with docs. BC/AM/MM to meet with Lata from School Finance early Term 2	KP			
1.5 Hours to MM	Complete form/email MM	MM			
1.6 Speaking Rights	NIL				

1.7 Sign off e-resolutions	Approved Financial statement for 2023. Cyclical Maintenance Provision for 2024.	KP	Completed		
1.8 Confirmation of November 30th Minutes	Taken as read In Feb minutes change KP to KS on 1.4 Health & Safety. Accept 22nd February 2024 Minutes Minutes are a true and accurate record. All Agreed		Completed	MM	
1.9 Correspondence	Nil				
2 Discussions Board Self Review Allocations In Committee	KP clarified doc. KP to obtain hard copies of governance policy. AM to create wording for donation Tax Deduction claims. KP reassured the Board that they should feel free to approach BC or KP for any questions or clarifications outside of the board meetings. BC to update Staff PD into the report. KP - Employer DR - Representative DS - Accountability JML - Leadership AM - Leadership SM - Accountability In Committee entered at at 8.15pm	KP		KP AM BC	

	<p>Resolution to exclude the public from meeting under Section 7(2) (A) Local Government Official Information & meeting Act 1987 to protect the privacy of a student.</p> <p>In Committee finished at 8.33pm</p>				
<p>3 Board Work Plan</p> <p>Check in with Principal PGC</p> <p>Board Self Review (Allocations)</p>		KP			
<p>4 Monitoring</p> <p>Principals Report</p> <p>Financial Reports</p> <p>Supplier Invoices</p> <p>Policy Review & Assurances</p>	<p>Report Taken as Read. BC called for questions.</p> <p>The Annual Plan was discussed via email and all agreed.</p> <p>AM queried the card system - BC clarified.</p> <p>Stats & Report to reviewed for Sick Bay report by BC.</p> <p>AM gave an overview of Budget Variance Report.</p> <p>Board discussed. KS queried the term "Maori Medium Learning" BC to query School Docs on wording. Remove Volunteer signing form from policy. - BC BC to clarify the Open Evening & Parent Interviews - wording to be clearer for parents. DR requested it to be in the newsletter again.</p>	KP		BC	BC BC BC

	<p>BC to contact School Doc regarding the use of Parent/Caregiver wording.</p> <p>The Board moves to accept the Finance report. CM 2nd ALL AGREED</p> <p>Tabled Report Board discussed how creating a new classroom for Year 5 / 6 would work. How this would be communicated to Caregivers.</p> <p>The Board gives authority for \$25,000 as a contingency to pay a board funded teacher until the end of 2024 for a year 5 / 6 teacher.</p> <p>AM 2nd ALL AGREED</p>			BC	
<p>5 Any Other business</p> <p>Live Learning Events/Online courses NZSTA</p> <p>Invite to Next meeting?</p> <p>Board newsletter- Intro to team, share annual plan, new policies</p>	<p>Conference DR advised he would like to go to Conference in Wellington.</p>	<p>BC</p> <p>BC</p>	<p>Team photo & item for newsletter.</p>		
<p>6. Meeting Closure</p> <p>6.1 Identify agenda items for next meeting</p> <p>6.2 Preparation for next meeting</p>	<p>Hikoi before next meeting 5.30pm</p> <p>Next Meeting - Term 2, Week 4, Thursday 23 May</p> <p>Meeting closed at 8.34 pm</p>				